Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090052-1

SECRET
Classification

REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO. DDS/OC-008

1. TITLE OF REPORT (if a fill-in report include Form No.)

Top Secret Inventory

2. TYPE OF REPORT: [ ] STATISTICAL [ ] NARRATIVE [X] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [ ] TRAINING [X] ADMIN. GENERAL [ ] LOGISTICS [ ] SECURITY [ ] OTHER (specify) [ ] MEDICAL [ ] FINANCE [ ] COMMUNICATIONS

4. NO. OF COPIES PREPARED: 1

5. FREQUENCY (weekly, monthly, quarterly, etc.): Annual

6. DISTRIBUTION (No. of components not number of copies): 1

7. FORMAT (memorandum, form computer print-out, etc)

8. ADP PROCESSING: [ ] YES [X] NO — IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: OC Order 70.5

10. PREPARING COMPONENT (include lowest level contributing information to report): OC-CS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.): none

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-06	$3.86		30		$115.80		1		$115.80

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR: $115.80

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

SCAL PROPOSED BY COMPONENT FOR THIS REPORT

[X] RETAIN AS IS [ ] OTHER (explain)
[ ] CHANGE
[ ] DISCONTINUE

ESTIMATED SAVINGS: MAN-HOURS | DOLLARS

16. DATE OF INVENTORY: 7 Oct. 1970

[illegible] Chief, OC-CS

10. EXTENSION

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